



Policy: 1161
Procedure: 1161.03
Chapter: Inspections and Investigations
Rule: Surveillance Operations

Effective: 7/26/08
Replaces: 1160.09
Dated: 07/21/06

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) considers surveillance as an extremely important investigative method. At times, it may be the only method of obtaining factual information during an investigation.

Rules:

1. **INSPECTIONS AND INVESTIGATIONS DIVISION (IID)** shall conduct all surveillance operations in such manner to ensure that there is no infringement on the statutory or constitutional rights of any individual. The **IID** shall use surveillance data for criminal and/or professional standards investigations purposes only.
2. **Objectives of Surveillance:**
 - a. The most common objectives of surveillance are as follows:
 - i. To determine whether a violation of the law and/or ADJC policy exists or will exist;
 - ii. To obtain evidence of a crime and/or violation of ADJC policy;
 - iii. To protect undercover officers or to corroborate their testimony;
 - iv. To determine the reliability of confidential informants;
 - v. To determine the identities of the parties involved in an investigation;
 - vi. To determine the methods of operation of suspected criminals;
 - vii. To obtain probable cause prior to drafting search warrants;
 - viii. To prevent the commission of a crime or to apprehend a suspect during the commission of a crime;
 - ix. To ensure that best practices are being used by employees of ADJC in dealing with juveniles adjudicated to ADJC care;
 - x. To observe compliance and/or non compliance to ADJC policy by employees dealing with juveniles adjudicated to ADJC care.
3. **Criteria for Surveillance:**
 - a. The criteria for establishing surveillance are as follows:
 - i. Objective reason exists to believe that an individual or organization is engaged in or has demonstrated the propensity to engage in illegal and/or policy violation activity;
 - ii. Objective reason exists to believe that an event might provoke ADJC facility disorder;
 - iii. Objective reason exists to believe that the exercise of constitutional rights by any individual or group might be in jeopardy;
 - iv. Photographic surveillance may be conducted on any individual, location, organization, or event that meets the criteria for surveillance.
4. **Supervisor Surveillance Responsibilities:**
 - a. The **SUPERVISOR OF THE UNIT CONDUCTING SURVEILLANCE** shall:
 - i. Prior to initiation of surveillance, ensure the personnel involved are knowledgeable as to the type and scope of the offenses suspected and the types of victims associated with the target or the subject of the surveillance.
 - (1) Knowledge of these activities is critical in the preparation of personnel undertaking the surveillance and is especially important in the case of long-term surveillance.
 - ii. Gather all information concerning the premises, suspects, and vehicles involved.
 - (1) This information shall be distributed to participating personnel;

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- (2) Whenever possible, a physical reconnaissance should be made to the area where the surveillance will take place to identify potential vantage points and routes to and from them;
- iii. Select the hours or period of surveillance.
 - (1) The number of personnel available and the circumstances of the suspected violations shall govern decisions made by the supervisor;
 - (2) Every effort shall be made to ensure that the surveillance personnel obtain adequate rest;
 - (3) Normally, a surveillance officer's shift should not exceed 12 hours unless authorized by the IID Investigations Unit Commander;
 - (4) When a long-term surveillance is anticipated, a plan for relieving personnel after shifts no longer than 12 hours shall be made and followed.
- iv. Prepare a plan specifying procedures for observation, following the suspect, and arrest tactics to be employed;
- v. Select and provide the type of surveillance equipment necessary for the operation.
 - (1) This shall depend upon the nature and extent of the surveillance and the equipment available;
 - (2) The **SUPERVISOR** shall have each piece of equipment selected to be inspected and tested to ensure proper function.
- vi. Ensure all personnel have access to appropriate communications;
- vii. Establish a means for routine and emergency communications;
- viii. Analyze legal ramifications of the surveillance and subsequent activities;
- ix. Provide guidelines for arrest;
- x. Provide back-up security for surveillance teams;
- xi. Provide overall supervision and execution of the surveillance and the coordination of efforts of each of the surveillance investigators.

Signature Date

7-7-08

Approved by Process Owner

John Dempsey,
Inspections and Investigations Chief Administrator

Effective Date

7/21/08

Approved by

Michael D. Branham, Director